



Bi-Weekly Timesheet

UNMID(not SS#): _____ Employee Name: _____ FTE: _____ Pay Period: _____ to _____

										Click arrow for additional earn codes					*only use if different than regular distribution					
	DATE	IN	OUT	IN	OUT	IN	OUT	Shift	Regular	Overtime	Annual Leave	Sick Leave						Total Hours	*Labor Override	
																			Hours	Index
SAT																		0		
SUN																		0		
MON																		0		
TUES																		0		
WED																		0		
THUR																		0		
FRI																		0		
FIRST WEEK TOTALS									0	0	0	0	0	0	0	0	0	0		

	DATE	IN	OUT	IN	OUT	IN	OUT	Shift	Regular	Overtime	Annual Leave	Sick Leave						Total Hours	*Labor Override	
																			Hours	Index
SAT																		0		
SUN																		0		
MON																		0		
TUES																		0		
WED																		0		
THUR																		0		
FRI																		0		
SECOND WEEK TOTALS									0	0	0	0	0	0	0	0	0	0		

									Regular	Overtime	Annual Leave	Sick Leave						Total Hours		
GRAND TOTALS									0	0	0	0	0	0	0	0	0	0		

Comments: _____

I agree with the hours worked and time taken as shown on this Timesheet.

Employee Signature/Date

Supervisor Signature/Date